(OSR was omitted
from 'R FAC')
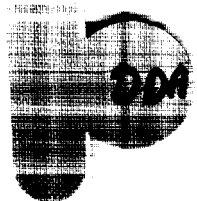
DDA

DDA SUMMARY

Executive Positions (GS 15-17)   [   ]   25X1

Projected Vacancies

     FY 79
     FY 80   [   ]   25X1
     FY 81*

Accuracy of Last Year's Projection   Underestimated [   ]   25X1

Executive List (GS 15-17)   [   ]   25X1

Projected FY 79 Retirements/Resignations

     GS 16-17   [   ]   25X1

Projected Retirement Rate, GS-16 Up   [   ]   25X1

Executive Development Roster FY 79-81

	Number	% ODS	
GS-15			25X1
GS-14			
GS-13			

Ratio of Developmental Experiences to Officers
     on the EDR   [   ]   25X1

% of Planned Developmental Experiences Achieved
     Last Year

Ratio of Executive Development Roster to Executive
     Positions

*Projecting vacancies for FY 81 was left to the option of each Career
Service. DDA chose to identify only expected vacancies for FY 79   25X1
and FY 80.

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DDA SUMMARY

25X1

The DDA currently has ☐ of its executive positions filled by officers considered to be fully qualified. ☐ projected 25X1
transfers to the Executive List for FY 1979 which would bring the fully-qualified pool up to an adequate number even after ☐ projected 25X1
retirements/resignations.

In most cases, more than one candidate is listed for each projected vacancy. The DDA has had the highest rate of accuracy in projecting vacancies. It also has the highest ratio of developmental actions planned for officers on the Executive Development Roster, although only 60% of those planned for last year were achieved. The largest shortfall was in the internal training category.

The Executive Development Roster lists ☐ of the population in 25X1
grades GS-13 through GS-15. The only noticeable office-level exceptions are the Office of Security, which does not exceed ☐ in any year, and 25X1
the Office of Finance which goes to the other extreme and lists between

25X1

☐ of the population at those grade levels. It appears that these aberrations originate in the grade structures of the offices. Although neither office has all of its executive positions currently staffed by fully-qualified officers, the Office of Security's EDR appears to be adequate to meet its staffing needs; the Office of Finance's roster appears to be excessive.

A review of EEO statistics for the DDA shows that it met its FY 78 goals and is significantly increasing its goals for FY 79. The notable exceptions are the Offices of Communication and Security which

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report no goals or achievements inasmuch as they do not have candidates at these grade levels. However, each has an active recruiting program which will increase representation at the GS-13 and above level in the future.

There are no specific recommendations for the DDA. The Directorate submission appears to be complete and balanced.

DDA OFFICE SUMMARIES

Personnel

25X1   [_____]vacancies are projected: [_____]   25X1
Several candidates are listed for those which do not already have
approved nominees. All EEO goals were met for FY 78 and increases
are planned for FY 79-81. Planning for [_____]individuals on the EDR   25X1
appears to be good.

Medical Services

25X1   [_____]vacancies are projected [_____]candidates are   25X1
25X1 named for each. The EDR lists[___]individuals,[_____]will continue   25X1
in their present positions. OMS uses a formula for training requiring
a certain number of hours per year without specifying courses. They
have corrected last year's problem and have taken into account
careerists who are not physicians.

Communications

25X1   [_____]vacancies are projected: [_____]   25X1
25X1 [_____]Only one candidate is listed for[__]of the vacancies, two   25X1
for the remaining vacancy. Assignments and training for [_____]officers   25X1
on the EDR appear to be good.

     The office has no women and minorities at these grade levels to
report as EEO goals and achievements. There is, however, an active
recruiting program under way to correct this situation.

Training

25X1   [_____]vacancies are projected: [_____]   25X1
25X1 [_____] In most cases, more than one candidate is listed. For

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25X1 [   ] Others

appear reasonable. The planning for [   ] officers on the EDR appears   25X1

to be good.

Security

25X1   [   ] vacancies are projected: [   ]   25X1

25X1   [   ] In most cases, 2-3 candidates are listed; some individuals are

listed for several vacancies. Planning for [   ] officers on the   25X1

EDR appears to be reasonable.

The office has no women and minorities at these grade levels to

report as EEO goals and achievements. There is, however, an active

recruiting program under way to correct this situation.

Logistics

25X1   [   ] vacancies are projected: [   ]   25X1

25X1   [   ] Several candidates are listed for each position and those

not yet fully qualified are so identified. Planning for [   ] officers   25X1

on the EDR appears to be well-organized, with training identified as

functional or management and as internal or external.

Data Processing

25X1   [   ] vacancies are projected: [   ]   25X1

25X1   [   ] Several candidates are listed for each vacancy. There are [   ]   25X1

officers on the EDR with several possible assignments and training

courses listed for each, including technical conferences and seminars

for all.

Finance

25X1   [   ] vacancies are projected: [   ]   25X1

Several candidates are listed for each vacancy except where the selection

has already been made. Good training plans for ☐ on the EDR and   **25X1**

25X1   developmental assignments ☐

MG

25X1   ☐ vacancies projected: ☐   **25X1**

25X1   ☐ Several candidates listed for most vacancies, with some

individuals listed for several positions. Assignment and training

25X1   planning for ☐ on the EDR is excellent.

3

PERSONNEL DEVELOPMENT PROGRAM
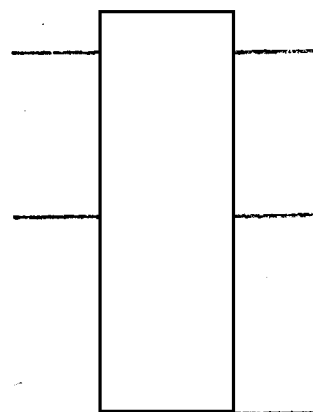PERSONNEL PLANNING
STATUS REPORT - 1 OCTOBER 1978

M GROUP

1. Number of executive level positions in Career Service (all GS-17, 16 and SPS positions plus selected GS-15 positions).

25X1

2. Number of fully qualified officers in grades GS-17, 16, 15 and SPS.

3. Number of Development Roster officers expected to qualify for Executive List in fiscal year 1979.

4. Are there any positions listed in item 1 above for which there is no individual in item 2 or 3 who can replace the incumbent?

No

If so, please identify positions. (If more space is needed, please use reverse side of this page.)
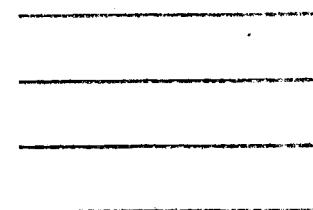
5. Are there candidates for these positions on the Roster who will be qualified during FY 80, 81?

Yes

Will the above candidates satisfy all position requirements?

Yes

If not, what plans are being made to develop or identify qualified replacements - outside the Career Service, recruitment outside the Agency?

25X1

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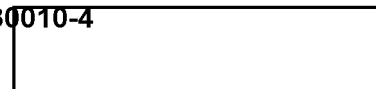
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